

September 11, 2000

Dear Colleague:

The Directorate for Computer and Information Science and Engineering (CISE) has immediate openings for up to five IPA Assistant/Associate Program Directors (APDs). These APDs will be assigned in each of the CISE divisions and will assist the Program Directors (PDs) with the tasks associated with managing NSF programs such as interacting with panelists, processing proposals, and recommending research awards. These positions represent a wider use of APDs than CISE has previously made and are in response to our expanding budget and array of program offerings. CISE programs range from theoretical research, engineering design and development, through prototyping and testing and deployment to innovative uses of computing and information technologies to solve problems of strategic importance to the nation.

Individuals will be detailed to NSF under provisions of the Intergovernmental Personnel Act (IPA) and appointments are expected to be made on a temporary basis for a term of one or two years with the possibility of extension for up to four years. Salary and benefits will generally parallel those at the permanent employer. IPAs are eligible for either a round-trip household move or a per diem allowance. Individuals eligible for an IPA assignment include employees of State and local government agencies or institutions of higher education, Indian tribal governments, and other eligible organizations in instances where such assignments would be of mutual benefit to the organizations involved. The individual remains an employee of the home institution and cost-sharing arrangements are generally negotiated between NSF and the home institution.

We wish to develop a broad candidate pool for consideration and welcome nominations from you or other knowledgeable parties, as well as direct inquiries from interested persons. Those interested are encouraged to submit a resume and a statement indicating their areas of interest and approximate availability dates. Examples of types of professionals to whom we anticipate these positions will be of interest include, but are not limited to: staff members of university sponsored program offices; faculty members from colleges and universities that do not emphasize research (including minority serving institutions); graduate students and recent graduates from science and science policy-related departments; other MS- and PhD-level professionals who seek a better understanding of how a Federal science-funding agency operates.

Applicants for the **Assistant Program Director** position must have two or more years of successful research administration, managerial, and/or research experience pertinent to the position; plus a masters degree or equivalent experience in the computer science field or in a closely related field is required. Applicants for the **Associate Program Director** position must have four or more years of successful research administration, managerial, and/or research experience pertinent to the position; plus a Ph.D. or equivalent experience in the computer science field or in a closely related field is required.

Applications or general inquiries for these positions should be sent to:

CISE APD, Room 1105
National Science Foundation
4201 Wilson Boulevard
Arlington, VA 22230

or emailed to cise-apd@nsf.gov.

The Foundation's continued ability to serve its community and the nation depends on the active participation of members of its community who are willing to serve in such positions. I would appreciate any help you may offer in this search for candidates. I believe that service at the Foundation provides a challenging and rewarding opportunity to build on and advance the evident contributions that the computer and information science and engineering community has made.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this letter.

Qualified persons who are women, ethnic/racial minorities, and persons with disabilities are strongly encouraged to apply. The National Science Foundation is an Equal Opportunity Employer committed to employing highly qualified staff that reflect the diversity of our nation.

If you have any questions, please feel free to get in touch with George Strawn, CISE Executive Officer (gstrawn@nsf.gov; 703 292 8900) or Judy Hayden, CISE Administrative Officer (jhayden@nsf.gov; 703 292 8900).

Sincerely,

Ruzena Bajcsy
Assistant Director